**Resume Template**

Address | Phone | Email

**EDUCATION & ACTIVITIES**

**Sauder School of Business, University of British Columbia, Vancouver, BC, Canada. *Completion: April 2018***

Bachelor of Commerce – Finance Major

* **Grades:** 84% / A (Cumulative), 91% / A+ (3rd Year)
* **Relevant Courses:** Mergers & Acquisitions (93%), Business Statistics (95%), Advanced Calculus II (92%)
* **Awards:** UBC Major Entrance Scholarship, HSBC Canada Sauder Entrance Award, Chamber of Commerce Scholarship
* **Extracurricular:** NIBC (Director), UBC Finance Club (VP), Performer’s Diploma in Violin (RCM ARCT)

Other Education: CFA Level II Candidate, Financial Modeling & Valuation Analyst (Corporate Finance Institute)   
Bloomberg Essentials, Computer Science (200 Level), Provincial Math Competition (2nd Place)

**WORK EXPERIENCE**

**RBC Capital Markets, Toronto, ON, Canada. *Summer* *Analyst, Investment Banking*** 2017

North America Telecom Team

* Developed valuation model for $800m acquisition of software firm using trading comps, precedents and DCF analysis
* Performed research on spectrum auctions and trends in US & Canadian telecom space for New York team
* Assisted in development of over 10 pitchbooks used in client meetings to discuss M&A, growth and financing opportunities
* Recognized by department heads for delivering top ranked internship term project on new opportunities

**Procter & Gamble, Toronto, ON, Canada. *Business Development Intern*** 2016

* Prepared board presentations for senior management on strategy execution with retail partners to achieve KPI goals
* Identified new SKUs to capture growth in emerging trends leading to $1.7m of incremental sales to Old Spice and Gillette
* Led team of 5 interns on preliminary annual budget forecast for Swiffer, Oral-B and Crest in Canada

**CIBC Wood Gundy, Vancouver, BC, Canada. *Part Time During Spring Semester***  2015

* Supported team of 10 brokers managing over $200m in assets under management
* Prepared asset allocation models to assist with portfolio performance review for over 80 clients across BC
* Assisted with cold calls to high net worth prospects and received $3,000 bonus for outstanding new leads generation
* Assembled presentations on investments in technology, media and telecom companies

**OTHER EXPERIENCE**

**National Investment Banking Competition. *Director (www.nibc.ca)*** 2015 -2016

* Selected by board of investment banking professionals to join organizing team for international event, supported by over 25 investment banks and private equity firms across North America
* Assisted with DCF, comparables and precedents models as well as 40-page valuation and strategic M&A analysis
* Implemented marketing plan to attract 1,500 competitors from 88 schools including top-ranked North American schools

**Portfolio Management Competition. *Competition Finalist***  2015

* Awarded 1st place in the value category among 80 teams in Canadian university stock competition
* Outperformed benchmark by 5% with a team of 3 students managing a simulated $2m portfolio of stocks on Investopedia

**5 Days For The Homeless. *Sponsorship Director*** 2014

* Raised over $15,000 for youth homelessness over 6 months from corporate sponsors
* Established 15 new relationships with national sponsors including Safeway, Blenz Coffee and Shoppers Drug Mart

**Concert Violinist** Performed violin concerto with Vancouver Symphony Orchestra in 2013

**Soccer** MVP award and high school varsity soccer team provincial champions in BC Triple AAA league

**Paramedic Training** Volunteered for 6 months as Emergency Response Team responder in BC

**Language Skills**  English (native); French (fluent); lived in Europe, Canada

**IT Skills** Bloomberg, Capital IQ, HTML, Photoshop, InDesign, Illustrator, Excel, PowerPoint

**Cover Letter Template**

Address | Phone | Email

[Date]

[Recipient Details]

**RE: Analyst Full-Time Position, New York**

Dear [Mr. / Ms. Recruiter Name],

I am a fourth year finance student at the University of British Columbia graduating in April 2018 and applying for a full-time position in New York. [Firm] is a recognized leader in [Sector] underlined by your recent role on [landmark transaction]. I had the pleasure of meeting with [team member] from your New York team and would be thrilled to have an opportunity to join your firm.

In the UK, I worked on a startup for 12 months to help connect entrepreneurs to financiers online, which sparked my interest in corporate finance. I moved to Vancouver in grade 10 and subsequently enrolled in the University of British Columbia to pursue finance. In my second year, I was selected to join the organizing team of the National Investment Banking Competition (NIBC, [www.nibc.ca](http://www.nibc.ca)) which organizes the world’s largest investment banking competition for business students. Following my performance on the team, I was invited to lead the team as Case Director the following year, reporting directly to a committee of investment banking professionals.

Based on my experience with NIBC, I was able to secure a summer finance internship at P&G in my second year, and was recognized for my aptitude in building forecasts and presentations for Old Spice and Gilette. This summer I worked at RBC Capital Markets in Toronto, where I was given responsibility to assist with running the financial model and presenting model outputs for an ongoing mandate. Although I was invited to return with high performance remarks on my modelling, I am determined to pursue a position in New York.

Outside of my career pursuits, I have consistently aimed to distinguish myself as competitive athlete and musician including performing as solo violinist with the Vancouver Symphony Orchestra. I would be honored to have an opportunity to bring this attitude to your team.

Thank you,

[Signature]

[Name]

BCom Candidate 2017, Finance

Sauder School of Business, University of British Columbia

Enclosure: Resume